

NEW VENDOR SETUP CHECKLIST

Summary

This document is a checklist for you to use when you are establishing business with a new vendor. All forms must be completed and signed appropriately. The forms will vary if the vendor is U.S. based or International.

New Vendor Located in U.S.

- ☐ New Vendor Welcome Letter
- ☐ Automated Clearing House (ACH) signup form
- ☐ LBNL W-9 Form for Domestic Vendors
- ☐ CA Form 590 – California Withholding Exemption
- ☐ CA Form 587 – Non Resident Withholding Allocation Worksheet. This form applies if the vendor is a nonresident and a form 590 is not filed.

Note: Send both CA forms 590 and 587. The vendor will determine which are applicable to them.

New Vendor Located Outside the U.S.

- ☐ New Vendor Welcome Letter
- ☐ LBNL W-8 Form for Foreign Vendors/Individuals
- ☐ CA Form 590 – California Withholding Exemption
- ☐ CA Form 587 – Non Resident Withholding Allocation Worksheet. This form applies if the vendor is a nonresident and a form 590 is not filed.

Note: Send both CA forms 590 and 587. The vendor will determine which are applicable to them.